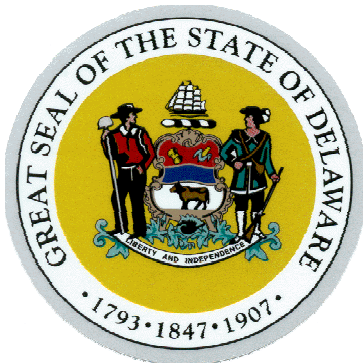


Internship Program

Office of the Chief Medical Examiner
and
Forensic Sciences Laboratory
200 S. Adams St.
Wilmington, DE 19801



(302)577-3420
Fax: (302)577-3416
www.dhss.delaware.gov/dhss/ocme

To the Applicant:

Thank you for your inquiry regarding an internship. We have received your letter of interest. Enclosed is a booklet which will fully explain the process as well as the policies and procedures that must be fulfilled in order to apply for an internship. Please read the expectations and requirements thoroughly, and follow the given instructions for beginning the application process.

Goals of Internship:

A forensic internship is ultimately designed to benefit both the students and the employers. Students are afforded the opportunity to gain academic credit, while simultaneously receiving the practical work experience in a forensic setting. Employers can not only benefit from the skills and assistance of the interns, but they can also enjoy the advantage of being able to evaluate possible future employees first hand.



Internships are appropriate for advanced undergraduate or graduate students attending facilities that have a structured, in-house internship program. This way, the internship can be conducted under the joint supervision of an on-site advisor and a school faculty member. Both parties agree on the internships objectives and assignments, while also jointly evaluating the intern's performance during and after their experience. Internships are even more substantial to the student and the employer if they are taken close to the student's date of graduation. This

type of planning makes the student more open for the possibility of employment, should the opportunity present itself.

Student Eligibility & Expectations:

As with any internship opportunity, there are certain qualifications that an individual must meet in order to be considered for an internship at the OCME:

The individual must be a student that is enrolled at an undergraduate or graduate facility with an official internship program, where the student will receive academic credit for time spent under supervision of their advisor at the OCME. Students that have been accepted to medical school through the Medical Scholars Program are also eligible for acceptance.

Undergraduate students must be of at least junior status, and should have a GPA of 3.0 or greater.

The student must have declared a major in either a medical or a forensic related field, and they are required to have completed a minimum of 12 hours within that department.

Application Process

Any applicant, meeting the above qualifications, is required to turn in a resume, an unofficial transcript and a completed copy of the OCME Internship Application & Essay which is attached. All of these documents need to be received at the office by no later than **January 15**.

Every application will then be reviewed and considered, and the student will receive notification if they have met the minimum requirements and will proceed to the interview stage of the process by **February 15th**. The student is expected to attend an **in-person** interview at the OCME. This interview will be scheduled between the student members of the OCME staff.

After the interviews are completed, a select few students will be offered internships. All students interviewed will be notified by **March 15** if they are being offered an internship. The select few students that qualify will be expected at the OCME on the first day scheduled for the internship where they will sign a Confidentiality Agreement with the agency, as well as co-sign an Internship Contract between the student, the university, and the OCME.

Students fortunate enough to qualify for an internship at the OCME are expected to meet high standards of personal conduct and professional ethics, as well as maintain attention to punctuality, deadlines, and cooperation with others.

Students are expected to work hard, and become an asset to the Office of the Chief Medical Examiner. For evaluation/grading purposes, students must complete a weekly log of their activities from Monday through Friday. This log is expected to be electronically submitted to the Deputy Director the subsequent Monday following the week of its completion. Once the internship is completed, the intern is required to fill out an evaluation of the OCME, their advisors, and any other areas of their experience they would like to address. The student's advisors at the OCME will also be filling out evaluations of the intern, which will be sent back to the university, and to the student's academic advisor.



Del aware Office of the Chief Medical Examiner
Forensic Science Center

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INTERNSHIP AGREEMENT

This agreement must be signed and one copy of the completed form must be given to each of the signing parties by the **end of the first week of the internship**. This task is the responsibility of the interning student.

Academic Term and Year

Student Intern

Academic Advisor

Current Address of Student

Mentor/OCME Advisor

Student Telephone Number

Agency Name

Agency Address

Agency Telephone

Agency Fax

This agreement is meant to identify the responsibilities of the student intern, supervising professor and the agency supervisor.

RESPONSIBILITIES of the STUDENT INTERN

1. The student must have this agreement completed and returned to their academic and OCME advisors by the end of the first week of the internship.
2. Students are expected to work a minimum of 35 hours per week for 4 weeks (or longer). They also are expected to be available when needed by the OCME. If university "breaks" occur during the time frame of this internship, the student is expected to meet the normal work requirements of the office. This includes being punctual to the work site. If a student intern is ill or needs to be absent from the intern site, they need to notify or discuss this with their OCME advisor.
3. Interns are expected to turn in **typewritten** weekly logs to their OCME advisor

RESPONSIBILITIES of the AGENCY MENTOR

1. Working with the student intern in the successful completion of the experience.
2. Supervision of the student during their time with the OCME.
3. Inform the student intern of the OCME regulations, ethics, guidelines, responsibilities, expectations, etc.
4. Contact the academic advisor immediately if a problem occurs that cannot be readily resolved.
5. Complete a final evaluation of the student with a recommended letter grade to the Academic Advisor.

RESPONSIBILITIES of the ACADEMIC ADVISOR

1. Send out an evaluation form to the Agency Supervisor.

I have read the agreement and its expectations and agree to them.

Student Intern

Date

OCME Advisor

Date

Academic Advisor

Date



State of Delaware

OCME INTERNSHIP

APPLICATION & ESSAY

Name: _____
Last First M.I. SSN

Mailing Address: _____
Email Address: _____
Home Phone: _____
Cell Phone: _____

1. At what university, medical school, or graduate school are you currently enrolled?
2. What is your declared major (and minor if applicable)? How many credit hours have you completed in this field?
3. What particular area(s) of forensics is/are you interested in pursuing as a career?

4. Have you ever been convicted of a felony or Class A Misdemeanor? ☐ Yes ☐ No

If yes, identify type of offense, date and location. (A conviction will not necessarily disqualify you from employment.)

5. Please attach a type-written essay describing yourself, your academic/extracurricular activities, your interests within your career field, and your expectations of what you would like to get out of your internship at the OCME.